



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 02-12-018	OPENING DATE: March 8, 2012	CLOSING DATE: March 29, 2012	OPEN TO ALL CANDIDATES
POSITION: Defender Services Program Specialist JS-525-11	TYPE OF APPOINTMENT: Career Service	SALARY AND BENEFITS: \$62,467 - \$81,204 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Budget and Finance	LOCATION: 616 H Street NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The incumbent in this position assumes responsibility for the automated systems and processes necessary to ensure the accurate and timely recording and payment of vouchers and/or Court ordered payments, under the Counsel for Child Abuse and Neglect (CCAN) program, the Criminal Justice Act (CJA) program, and the Guardianship/Probate Program. Incumbent has responsibility for preparing automated statistical data analysis and develops and implements internal controls to ensure proper recording of expenditures and to safeguard assets. Incumbent will assist in the implementation of directives to ensure compliance with fiscal policy. Reviews voucher claims from program participants to ensure accuracy, completeness and compliance with Federal and local statutes, as well as with DC Court orders, statutes and policies. Analyzes accounting systems or modifies and adapts conventional accounting and analytical techniques to solve a variety of accounting and Defender Services programs problems. Uses fund accounting methods, procedures, and techniques for maintaining and analyzing all classes of accounts in the Superior Court's accounting system encompassing a number of activities. Ability to prepare financial reports. Uses Federal and local statutes relating to the Courts' defender services, Court policies, regulations, guidelines and precedents to interpret and apply them to a variety of accounting situations. Composes a broad-spectrum of correspondence and form letters on matters related to the programs. Evaluates the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy. Designs research projects that apply valid scientific techniques and utilize information obtained from baselines or historical data in order to structure uncompromised and efficient analyses. Prepares data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** A bachelors degree in Accounting, Finance, Business Administration, or a related degree, plus two (2) years of relevant experience. **Note:** Four years of related or relevant work experience may be substituted for degree. Please submit a copy of your most recent performance evaluation with your application. **Documentation of Education** (copy of HS diploma, G.E.D certificate, or college transcript or degree) **must be submitted with your application or your application will not be considered.**

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to prepare automated statistical data analysis, and develop internal controls essential in the accurate recording of expenditures.
2. Knowledge of automated system design practices and limitations (particularly with Court systems) to describe systems specifications and requirements to computer programmers and software specialists.
3. Knowledge and skills in maintaining accounting systems where there is a greater than normal need to correlate improvements with the entire system and there is substantial need for improving systems capability and providing solutions to enhance program effectiveness and/or to identify program management problems, and solutions.
4. Ability to interpret laws and regulations governing specific functions of the Branch, as well as knowledge of organizational or program practices, policies, and functions needed to accomplish independently a variety of assignments.

**SELECTION PROCESS:** After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates.

**Submit Court Application and Ranking Factors to:**

DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202) 879-4212; Hand-deliver to  
DC Courts, Human Resources Division, Gallery Place (616 H Street, NW), Sixth Floor, Washington, DC.  
**Email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov).** For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

**SUPPLEMENTAL APPLICATION FORM**

### Ranking Factors Responses

## Defender Services Program Specialist

The following four Ranking Factors will be used to rate your qualifications for the Defender Services Program Specialist position. For each of the four factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.*

- 1. Ability to prepare automated statistical data analysis, and develop internal controls essential in the accurate recording of expenditures.**

A. Experience:

- ☐ I have not used this ability in a full time position.
- ☐ I have used some of this ability as part of a team/unit.
- ☐ I have used this ability moderately in a full time position, with monitoring by a supervisor when necessary.
- ☐ I have a high level of ability and extensive expertise in utilizing this ability. I use this ability more than 50 percent of the time while on duty in a governmental and/or court position. Because of my level of ability, my peers consult with me on a regular basis.

**Provide a brief description of your experience utilizing this knowledge in each of the areas listed above, including title of your position and agency.**

[illegible]

Name and telephone # of a supervisor or manager who can verify this information:

**APPLICANT IDENTIFICATION NUMBER:**

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**2. Knowledge of automated system design practices and limitations (particularly with Court systems) to describe systems specifications and requirements to computer programmers and software specialists.**

**A. Experience:**

- ☐ I have not used this knowledge in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit.
- ☐ I have used most of this knowledge extensively in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge in a court setting. I use this knowledge independently as a regular part of my duties.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:\_\_\_\_\_**

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**3. Knowledge and skills in maintaining accounting systems where there is a greater than normal need to correlate improvements with the entire system and there is substantial need for improving systems capability and providing solutions to enhance program effectiveness and/or to identify program management problems, and solutions.**

A. Experience:

- ☐ I have not used this knowledge in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit.
- ☐ I have used most of this knowledge moderately in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this ability. I use this knowledge as a regular part of my duties where I am responsible for maintaining and improving accounting systems.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:**\_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**4. Ability to interpret laws and regulations governing specific functions of the Branch, as well as knowledge of organizational or program practices, policies, and functions needed to accomplish independently a variety of assignments.**

**A. Experience:**

- ☐ I have not used this ability & knowledge in a full-time position.
- ☐ I have used some of this ability & knowledge as part of a team/unit.
- ☐ I have used most of this ability & knowledge moderately in a full time position with monitoring by a supervisor when necessary.
- ☐ I have a high level of ability & knowledge and extensive expertise in utilizing this factor. I use this ability & knowledge regularly to fulfill my duties independently.

**Provide a brief description of your experience utilizing this knowledge and ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:\_\_\_\_\_**

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**